



ADMINISTRATIVE NOTES

Newsletter of the Federal Depository Library Program

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GPO Gives the Public Free, 24-Hour Access To Online Federal Information

The U.S. Government Printing Office (GPO) announced today the first site giving the public free access to many of the Nation's most important Federal documents with a phone call.

The Congressional Record, Federal Register and Congressional Bills databases are now available to off-site callers through the Columbia Online Information Network (COIN) located at the Daniel Boone Regional Library in Columbia, MO.

In cooperation with the Federal depository library at the University of Missouri at Columbia, COIN is offering free public access to the GPO databases as part of an expanding gateway program which will extend nationwide. Users may reach COIN by dialing 314-884-7000, or by telnet to 128.206.1.3.

Anyone with a personal computer, a phone modem, and telecommunications software may connect from home or office to the GPO Access databases through the depository library gateways. Users may search the databases as frequently as they like, without charge. The full text of the documents is available the day of publication.

"It is our goal to establish local outlets to the GPO electronic system in every State," said Public Printer Michael F. DiMario, the head of the GPO. "We want these important government publications available to the American public around the clock, 7 days a week."

The Congressional Record, Federal Register, and Congressional Bills are already available for free electronic searches to walk-in patrons of many of the Nation's 1,400 depository libraries under the "GPO Access" program authorized by law and launched in June 1994. There is at least one Federal depository library in every Congressional District. Telephone your local depository library to see if GPO Access is available.

GPO is working with a select group of depository libraries to develop model gateways for no-fee public access to GPO's databases. Built on existing campus and public networks, the gateway depositories will serve as models for the nationwide depository library system. The first model gateways will help GPO gather data on usage and the technical support requirements for users and the participating libraries.

Gateways at the University of Illinois at Chicago's LUIS system and the Seattle Public Library's Quest System will soon open to the public. Other depository gateways are being

developed in Minnesota, North Carolina, Pennsylvania, and Washington, DC. "Using the existing depository libraries is the best way to link the public with the GPO system," DiMario said. "Public libraries, other universities and colleges, and community networks will be added rapidly to get our information out."

Local depository libraries will sponsor the program and assist in supporting users. The libraries will connect to GPO through the Internet. The new GPO initiative permits libraries to provide free off-site access through their own computer systems or those of partner networks in their areas.

The GPO Access service currently has three full-text databases: The Federal Register, which includes proposed and final Federal regulations and Presidential documents as well as meeting and grant notices; the Congressional Record with the activities and debates of Congress dating back to January 1994; and the Congressional Bills, with all published versions of House and Senate bills from the 103d Congress. Other databases will be added as they become available.

The GPO Access services are authorized by Public Law 103-40, the Government Printing Office Electronic Information Access Enhancement Act of 1993. Under the law depository libraries have access to the GPO service without charge. The online publications are available separately with low-cost subscriptions for anyone who wishes to purchase directly from GPO.

Inquiries about GPO Access - subscription services should be directed to the Access User Support Team at (202) 512-1530, or Internet e-mail <help@eids05.eids.gpo.gov>.



GPO Puts Congressional Bills Online

The U.S. Government Printing Office (GPO) now has all Congressional Bills available online. The Congressional Bills database contains all published versions of House and Senate bills introduced since the start of the 103d Congress.

The Congressional Bills database joins the official Government versions of the Congressional Record and the Federal Register that have been offered in electronic format over the Internet through the GPO Access service since June 1994.

The Bills database is updated by 6 a.m. each day bills are published. Bills are available as ASCII text files and in Adobe Acrobat Portable Document Format (PDF) file format. Users with Acrobat viewers will be able to display and print typeset page facsimiles.

The Federal Register and the Congressional Record are available online by 6 a.m. and by 11 a.m. e.s.t. daily, respectively. Documents in the Register and Record databases are available as ASCII text files with all graphics in TIFF file format.

Organizations or individuals may subscribe directly from GPO for each of the three databases for \$35 per month, \$200 for 6 months, or \$375 for 1 year for a single workstation. Special rates are available for multiple workstations.

Information about how to subscribe to the Congressional Bills, Record, or Register databases is available by calling GPO at 202-512-1530 or by fax at 202-512-1262. Internet e-mail should be sent to <help@eids05.eids.gpo.gov>.

Users with full Internet access and local WAIS client software will be able to receive both ASCII text and all graphics as individual TIFF files or PDF files in the Congressional Record, Congressional Bills, and Federal Register databases. This is the first time that both text and graphics have been made available electronically via an online service. GPO's customized WAIS client software, a user-interface program specifically designed for GPO's application, is available from GPO for \$15.

Those who do not have full Internet connections can access ASCII text files, but not the PDF files or graphics, by using a phone modem to dial directly into GPO without additional software. These subscriptions provide for unlimited use for a stand alone workstation or an individual SWAIS user ID.

The Congressional Bills and the Record and Register databases are also available for free electronic searches to walk-in patrons of many of the Nation's 1,400 depository libraries under a "GPO Access" program authorized by law and launched in June 1994. The depository library system includes academic, public, law, and Federal libraries. There is at least one Federal depository library in every Congressional district.

The Superintendent of Documents is the official source for the sale of information published by more than 100 Federal agencies. Approximately 12,000 books or documents, 600 periodicals, and a growing number of CD-ROMS, diskettes, and online services are available.



Monday House Calendar Resumes Paper Format Annual Cumulation Also Returns to Paper

Effective October 1, 1994, LPS will resume distributing the Monday edition of the House Calendar in paper format (Item 0998-A; SuDocs Y 1.2/2:). This change in distribution format affects only the Monday House Calendar and the annual cumulation. The format was changed from paper to microfiche as a cost-saving measure in fiscal year 1994.

The Monday editions of the House Calendar cumulate the material for the preceding week, and they also include the Senate Calendar. After consulting with several depository librarians representing the various constituencies of the depository library community, LPS decided to distribute the Monday edition of the House Calendar in paper and continue the microfiche distribution for the other editions. By taking this action, LPS believes it has been responsive to users' needs yet maintained the integrity of the original need to conserve resources for other material.

LPS will not create separate items numbers for the paper and the microfiche formats. Those libraries that currently select 0998-A will receive the Monday House Calendar and the annual cumulation in paper and issues for the other days in microfiche. The Senate Calendar will continue to be distributed in microfiche under item number 0998-B (SuDocs Y 1.3/3:). As noted above, the Senate Calendar is available in the Monday House Calendar in paper.

LPS thanks those depository librarians who expressed their opinions about the format changes and supported LPS in making this difficult decision.



Preliminary Agenda

Fall 1994 Depository Library Council Meeting

October 23 - 26, 1994

Clackamas, OR

Sunday, October 23

Afternoon

3:00 -

5:00 GPO Access Demonstration

- Judy Russell, Director, Office of Electronic Information Dissemination Services
(On-site help with registration for GPO Access available during Council meeting)

Monday, October 24

Morning

8:00 Registration

8:30 Welcome & Introductions

- Jack Sulzer, Council Chair

8:45 Welcoming Remarks

- Michael F. DiMario, Public Printer

9:00 GPO Update

- Wayne Kelley, Superintendent of Documents
- Jay Young, Director, Library Programs Service & LPS Staff
- Judy Russell, Director, Office of Electronic Information Dissemination Services

10:30 Break

10:45 GPO Update (cont'd)

11:30 Council Business Meeting

- Election of Assistant Chair/Chair Elect
- Discuss site for Fall '95 meeting

12:00 Lunch

Afternoon

- 1:15 ALA/GODORT Update
 - Mary Redmond, Chair, GODORT
- 1:30 Committee Reports & Recommendations for Council Action
 - GPO Operations
 - Information Exchange
 - MoCat Working Group
 - Regional Libraries Ad Hoc Committee
- 3:15 Break
- 3:30 Audience Q & A Period
- 4:00 Council Discussion
- 4:30 Audience Response
- 5:00 Adjourn for dinner
- 5:30 Dinner with Council and GPO (groups form in hotel lobby)

Evening

- 8:00 Council Business Meeting
 - Discuss & outline recommendation issues & action items to this point
 - Assign recommendation drafting teams
- 9:00 -
- 9:30 Adjourn to drafting teams

Tuesday, October 25

Morning

- 8:00 Coffee with Council and GPO
- 8:30 Government Printing and Information Dissemination Initiatives Update
 - Michael F. DiMario, Public Printer
- 9:15 Audience Q & A
- 9:30 Council/GPO/Audience Forum, "Public Access to Access: Getting Connected"
- 10:00 Break

10:15 GPO Access Forum (cont'd)

11:15 Council Discussion - Outline areas for recommendations/Assign drafting teams

11:45 Audience Response and Comment

12:00 Lunch

Afternoon

1:15 Council/GPO/Audience Forum, "Regional Libraries & Alternatives for the DLP"

2:45 Break

3:00 Council/GPO/Audience Forum, "MoCat, GPO Operations & Cost Saving"

4:00 Council Discussion - Outline areas for recommendations/Assign drafting teams

5:00 Adjourn for dinner

6:30 Recommendation Drafting Teams Meet (Council Meeting attendees invited to observe)

Wednesday, October 26

Morning

8:00 Coffee with Council and GPO

8:30 Recommendation Drafting Teams Reports & Council Discussion (including periods of audience response & comment)

10:45 Concluding Remarks

- Michael F. DiMario, Public Printer

11:00 Adjourn



Register for GPO Access at the Fall Council Meeting

You may register for GPO Access online services at the upcoming Depository Library Council meeting in Oregon. Depository library staff may register after the demonstration of the GPO Access services on Sunday, October 22, and at times to be announced during the Council meeting. GPO personnel will be on hand to assist you with the registration process.

To take advantage of this offer, you must bring with you:

- the IP address(es) of the workstation(s) you wish to register; and
- your e-mail address.



Federal Depository Library Manual Supplement Distributed to All Libraries

The Federal Depository Library Manual Supplement, dated September 1994, was distributed to all depository libraries in mid-September. The Supplement contains the "Collection Development Guidelines for Selective Federal Depository Libraries," prepared for the Library Programs Service by Lisa A. Rosenblatt.

The SuDocs class is GP 3.29:D 44/993/SUPP. It was distributed to all libraries under item number 0556-C. The Supplement did not appear on a shipping list.



Your Input Sought for the Future of the Monthly Catalog

[This notice was sent to all depositories in shipment boxes on September 30, 1994.]

In April GPO asked the Depository Library Council to look at alternative formats for the Monthly Catalog (perhaps a CD-ROM product) in order to save money. It currently costs GPO about a half million dollars to produce the Monthly Catalog. Council established a Working Group on the Future of the Monthly Catalog charged with examining the possibilities and making a recommendation to Council at the Fall meeting. Ideas and thoughts were solicited earlier and the Working Group would like to thank all those who responded. But new information has been presented to the Working Group that affects any recommendations we may have wanted to make.

The Working Group has just received a memorandum from GPO's General Counsel, Tony Zagami, concerning the Monthly Catalog. The memo states very clearly that unless there is a re-write of section 1711 of Title 44, United States Code, GPO must continue to produce a paper Monthly Catalog. With this in mind, Council's Working Group is once again seeking input on how the Monthly Catalog may be changed to save money.

Questions to ask yourself might be "what indexes can be eliminated" and "what about the record content--what might be eliminated to make the records shorter?" Or you might think of other possibilities.

Approximately \$25,000 can be saved by eliminating the semi-annual index, but it is believed that real savings will be gained by altering the record content.

GPO would like a response from Council on this matter at the Fall Council meeting (Oct. 24-26) so there is not much time left to respond! Council would appreciate your taking the time to send your suggestions/comments to any of the Working Group members:

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Update to Depository Directory Now Available On the Federal Bulletin Board

The Library Programs Service (LPS) recently updated depository library directory information on the Federal Bulletin Board (FBB).

Each profile in the directory contains the depository library number, congressional district, name, address, city, state, and zip code. The depository type (selective or regional); library type (land-grant, agency, law, etc.); size of library (small, medium, or large); type of designation (representative, senator, etc.); and year of designation is included. The names of the library director and documents librarian also appear. The documents librarian's telephone number, the public service telephone number, and fax number are in the record.

The profile database is free. It is now available in dBase format and ASCII. The dBase file takes 45 minutes to download at 2400 baud. The ASCII file takes 33 minutes to download at 2400 baud. It will be updated periodically as additions and changes are reported to LPS.

To access the FBB, dial: **(202) 512-1387**

or telnet to the Internet address: **< federal.bbs.gpo.gov 3001 > .**

From the FBB main menu, key in : **< G > (Federal Depository Library files).**

From the Federal Depository Library
Program files, key in: **< 1 > (Depository Library files).**

From that screen, press: **< D > .**

At the prompt, key in: **< profiles.dbf > or < profiles.txt > .**

At the next prompt, key in a download option.



The Bibliographic Systems Branch at GPO

by Andrew Nitz
Librarian, Bibliographic Systems Branch

From population statistics to food recipes, the Government of the United States has a world of information available to the public. For almost one hundred years, the Government Printing Office (GPO) has provided access to this information by selling books, periodicals, and more recently, CD-ROMs and other electronic products issued by the Federal Government. By law the Superintendent of Documents at GPO provides this access.

Under the provisions of the Printing Act of 1895, the Superintendent of Documents Sales Program receives copies of documents GPO prints for government agencies and sells them on a cost recovery basis. In 1992, GPO offered 12,000 publications for sale, and sold 27.3 million copies of those publications.¹ Customers may order these publications by phone, mail, or through GPO's government bookstores.

Information about these sales publications is provided by three organizations within the Sales Program: the Office of Marketing, the Documents Control Branch, and the Bibliographic Systems Branch.

The Office of Marketing promotes publications that it considers to be of significant interest to the public. It sends out targeted mailings, publishes subject catalogs, and distributes flyers and press releases to increase awareness of publications sold through GPO.²

The Documents Control Branch determines which government publications will be sold, their price, and the number of sales copies that will be printed.

The Bibliographic Systems Branch provides information on the availability of publications and describes each publication by title, series, and issuing agency. It also supplies annotations and key phrases for certain publications.

In his Annual Report of 1896, F.A. Crandall, the first Superintendent of Documents, remarked "There is probably not a man living who can tell offhand what is the subject matter of part 2 of part 2 of volume 4 of part 5 of No. 1 of part 2, Volume 14 of the House executive documents of the Fifty-first Congress, second session. One might as well try to commit to memory lettering on a Chinese tea chest as to charge one's mind with such rigmarole."³ In the almost one hundred years since, the Superintendent of Documents has developed or improved bibliographic tools to describe sales publications in a way that gives the buying public some idea of their contents. Until the late 1970s, the chief tool used to describe sales publications was the Monthly Catalog of United States Publications. However, it became clear that, because of the advantages of automation, the Documents Sales Program would have to increase its use of computer technology. Automation would enable GPO to sell more publications by providing its customers and employees with the services an online system could offer.

In 1978, a database was developed to list every publication available through the Sales Program. Known as the Publications Reference File, or PRF, it was designed with full text searching capabilities and offered quick and easy access to bibliographic information on every title in the PRF. The main responsibility for maintaining and improving this access was assigned to the Records Branch. In 1993, the Records Branch changed its name to the Bibliographic Systems Branch to reflect the role it had in providing bibliographic information on publications in the GPO Sales Program. At the same time, two sections within the Branch changed their names to reflect the changes automation had brought to their operations.

The Bibliographic Systems Branch consists of three sections: the Product Information Management Section, formerly the Inventory Section; the Editorial Section, previously known as the Subject Bibliography Section; and the Bibliographic Control Section.

The Product Information Management Section maintains computerized inventory control for all publications sold through the Superintendent of Documents Sales Program. Two databases, Product Management System (PMS) and Subscription Management System Inventory (SMSI), keep track of the status of titles in the Sales Program. This Section also develops several software packages for personal computers. They include inventory applications for the GPO bookstores, GSA's Pueblo Distribution Center in Pueblo, Colorado, and congressional publications. The Section also created applications for the pricing of books and periodicals and for calculating the cost of foreign postage included in the shipping costs of publications.

The Editorial Section produces Subject Bibliographies of government publications and an index of subject bibliographies. It also uploads Subject Bibliographies and the Index of Subject Bibliographies onto the Federal Bulletin Board. Its staff writes, edits, and publishes a list of periodicals and other subscription services sold by GPO. In 1993, the Section revamped its subscriptions list, and changed the title from Government Periodicals and Subscriptions Services to United States Government Subscriptions. At the same time, each staff member was given a PC with WordPerfect applications for the production of the Section's Subject Bibliographies and other publications.

The Bibliographic Control Section maintains the Publications Reference File (PRF) by updating records on PRF or adding records to PRF. The staff catalogs books, electronic products, and individual issues of periodicals to provide bibliographic descriptions of every sales item on PRF. They produce and distribute biweekly microfiche editions of PRF, and train GPO employees in search techniques used to find specific publications on PRF.

Providing an accurate description of books, periodicals, and other publications for sale by GPO is necessary to deliver to the customers the publications they want. In light of this, the Bibliographic Systems Branch has developed a detailed and comprehensive process to both provide this descriptive information and ensure that information is of the highest quality.

Preliminary information for each publication is provided by the Documents Control Branch. The Product Information Management Section uses that information to create records for books on the Product Management System. Records for both periodical titles and their individual issues are input into the Subscription Management System. These records cross over to the Publications Reference File the next day, where they are edited by the

Bibliographic Control Section to conform to current bibliographic standards. When a publication is printed, a copy is provided to the Bibliographic Control Section for full cataloging. After the cataloging is reviewed and the bibliographic information is verified, the publication is sent to the Editorial Branch for quality control and inclusion in their database of Subject Bibliographies.

The Bibliographic Systems Branch procedures changed as new technologies came on the scene and more efficient ways of doing its work were discovered.

Prior to 1993, updates to the records on the PRF database were made from type-written worksheets on which the catalogers in the Bibliographic Control Section transcribed the changes to be made to each record. The catalogers distributed the worksheets to the library technicians, who keyed in the changes. In 1993, the use of worksheets was eliminated and the procedure was changed so that the cataloger made the changes online. This speeded up the process of updating PRF from 1-2 days to a few minutes. Currently, macros and other tools for editing records on PRF are being developed.

Since moving to offices in GPO's main building, the Bibliographic Systems Branch has gone from working with dumb terminals and some stand-alone PCs to working on a LAN. The Editorial Section even has an optical scanner for use in its publishing activities. This new environment has given the Branch use of advanced computer operating environments, word processing software, and e-mail. As information technology changes, the role of GPO as an information provider will change with it. The Bibliographic Systems Branch is ready for that change.

1. United States Government Printing Office. *United States Government Printing Office Annual Report, 1992*. Washington, D.C.: U.S. G.P.O., 1993.
2. Superintendent of Documents, United States Government Printing Office. *Fulfilling Its Mandate: the Major Programs of the Superintendent of Documents*. Washington, D.C.: U.S. G.P.O., 1993.
3. Robert E. Kling, Jr. *Government Printing Office*. New York, N.Y.: Praeger, 1970.



Responses to Depository Library Council Recommendations From the 1994 Spring Meeting

POLICY ISSUES

1. RECOMMENDATION: Ongoing Advisory Role of Council

Council commends the Public Printer for his open, communicative style. We appreciate very much the opportunity to open an informal dialogue to discuss our respective views of the Depository Library Council's role in advising him, and the predominant issues that he sees as most affecting the Depository Library Program. That exchange of views makes it clear that the Depository Library Council must play a greater role in advancing awareness of the Program outside of the depository library community among Federal government officials, and among other organizations working to develop government information policy and the National Information Infrastructure. Council recognizes the importance of ensuring that testimony from individual depository users on the value of the Depository Library Program is brought to government officials and policy makers.

It is also clear that Council must continue to develop ongoing contact with the Public Printer, the Superintendent of Documents, and the Director of the Library Programs Service so that issues and program developments can be handled efficiently and without delay between regular Council meetings.

In addition, the Depository Library Council recognizes as part of its role that of liaison for the Public Printer to other groups and organizations whose activities impact upon the Depository Library Program. The chief function within that role is: 1) to enhance awareness of the importance of the Depository Library Program to the public among other government officials and groups concerned with the development of information policy; and 2) to act as a "quick response mechanism" to advise the Public Printer on the depository community perspective regarding questions arising from legislative proposals and regulatory changes.

In this spirit, the Council makes the following statements and recommendations:

I. Depository Library Community Concerns and Communications with other Groups.

The Council will prepare a one page document of Depository Library Program principles and concerns for transmission by the Public Printer to the National Information Infrastructure Advisory Committee (NIIAC), and to others as the Public Printer deems appropriate.

The Council will acquire a list of the dates and places for the NIIAC public meetings that are to be held around the country in the coming year and recommends that the GPO publish this list in Administrative Notes. Council will also actively encourage depository librarians to attend these hearings for the purpose of presenting testimony directly from the library community and individual library users.

The Council will explore strategies to highlight the positive impact of the Depository Library Program through such means as user testimony, public hearings, user-produced videotapes and letters, etc.

In past years, depository libraries have been included in several initiatives, namely NTIS, which have been developed outside the Depository Library Program and GPO. While these initiatives may be beneficial to the Program, any change without advance notice and/or consideration to the impact on the Program may cause concern and confusion. Better communication and cooperation needs to occur between the agencies and GPO. The NTIS Advisory Board has expressed an interest in working and cooperating with the Council in areas of mutual concern.

It is recommended that members of the Depository Library Council attend NTIS Advisory Board meetings and any other agency advisory board meetings in order to provide useful guidance and insight into the Depository Library Program. Conversely, it is recommended that members of the NTIS Advisory Board and other boards be invited as guests to Council meetings.

II. Communications between the Council and the Government Printing Office.

To be most effective in its advisory role, the Depository Library Council must be kept informed of GPO activities on a timely and ongoing basis. Therefore, Council recommends that:

A. GPO responses to Council recommendations be submitted to Council and published for the library community as action is taken and/or as responses are completed rather than reporting them just prior to the regular Council meetings;

B. GPO staff reports, normally presented orally at Council meetings, instead, be distributed to Council either electronically or in writing prior to the regular meetings so as to preserve meeting time and to allow Council members to better prepare before the meetings;

C. The staff of the Superintendent of Documents, the GPO General Counsel, and others as appropriate, maintain ongoing communications with Council on GPO activities impacting upon, or likely to impact upon the Depository Library Program in order to maintain the current awareness of the Council regarding GPO activities and have Council in a position to offer timely and knowledgeable advice.

III. Council as a "Quick Response" mechanism for the Public Printer.

The Council stands ready to serve as an advisory team for the Public Printer on specific depository library community concerns whenever he must respond quickly to legislative proposals, interagency questions, or proposed changes to Federal regulations.

Council recommends that the Public Printer direct his staff to take advantage of electronic communications for direct contact with the library community and ongoing discussions with

the Council. Council further recommends that the Director of the Library Programs Service and the Chair of Council serve as liaisons and coordinators in a GPO/Council/Library Community fast response network.

Response:

As agreed with the Chair of Council, the issues in this recommendation will be addressed during the proceedings of the Fall meeting.

2. RECOMMENDATION: Links between GPO Production and Distribution

The Depository Library Council recommends that to the maximum extent possible, the link between printing/procurement and dissemination be preserved in the functions of the Government Printing Office.

"The Government Information Dissemination and Printing Improvement Act of 1993: Analysis of its Possible Impact on the Library of Congress with Regard to the Transfer of Specific Functions of the Superintendent of Documents" dated January 26, 1994, by the Library of Congress is a thorough review of the issues and implications involved in transferring the Superintendent of Documents from the Government Printing Office to the Library of Congress, as provided by the amended version of H.R. 3400 which passed the House on November 22, 1993. The intent of H.R. 3400 is to implement cost-savings recommended in the National Performance Review [NPR].

The report notes on p. 35 that "There would seem to be no cost savings simply from transferring SUDOCs to the Library of Congress--a transfer within the legislative branch. Cost savings may come forth from the transfer because of technology enhancements, downsizing, reduction of supervision, etc. These same cost savings, however, could be realized with SUDOCs remaining in the Government Printing Office."

The Council concurs with the Library of Congress' identification of a key issue in the transfer when LC expresses its view that because of:

...the central managerial role of GPO in the procurement of government printing, the utility of divesting the government publication dissemination function from the production function remains at issue (p. 12).

The Council concurs with the concern of GPO staff, as discussed in the report, that:

The current problem of fugitive documents... would probably increase rapidly if printing were dispersed to executive agencies and if the Superintendent of Documents function were given to the Library. However, if Library Programs is transferred to the Library of Congress while the printing and procurement function remains centralized at GPO, it might be possible for staff to continue to be stationed at the GPO plant in order to classify for the Depository Library system those items that will be offered for selection (p. 30).

Various iterations of the NPR implementing legislation, however, provide for the transfer of significant amounts of printing back to the executive agencies. Ceilings of from \$1000 to \$2500 for print orders that could be procured directly by agencies have been proposed, which would eliminate from up to 80 per cent of GPO's printing volume.

The Council believes there will be a direct relationship between the amount of government printing which is handled directly by agencies, and the amount of government information which does not receive bibliographic access, and is not distributed to depository libraries for preservation and access. It will be difficult, cumbersome and generally ineffective for the Government Printing Office to attempt to capture for the depository library program large amounts of materials which have been procured directly or produced in-house by agencies.

Although sections of the draft legislation provide for an enforcement role for the Superintendent of Documents, the Library of Congress report points out (p. 12) a number of valid concerns about the implementation of this role and potential conflicts with other branches of government. The report also notes:

Separating printing/procurement from distribution would have a major impact on the DLP and IES [International Exchange System] programs. Even if government printing remains centralized, but at a higher dollar threshold, the difficulty of assuring that materials Congress intended for the Depository Library and IES programs are actually distributed seem likely to increase significantly under H.R. 3400 (p. 22).

Response:

GPO appreciates Council's support and recognition of the probable impact on the FDLDP should the linkage between production and dissemination be weakened or severed. Although H.R. 3400 is no longer a threat, the underlying issues remain, as evidenced by President Clinton's statement upon signing H.R. 4454, the Legislative Branch Appropriations Act for 1995.

In signing the bill [H.R. 4454] into law, I note that this Act, the purpose of which is to provide appropriations for the legislative branch, also contains provisions affecting the operations of the executive branch. As a matter of comity, legislative branch appropriations acts historically have not contained provisions affecting the executive branch, and the executive branch has not commented on provisions of these acts. Since this Act contains provisions that depart from that standard, it is appropriate to express my views on these provisions. These provisions concern the involvement of the Public Printer and the Government Printing Office in executive branch printing related to the production of Government publications. Specifically, the Act includes amendments to existing law that expand the involvement of the Public Printer and the Government Printing office in executive branch functions.

The Act raises serious constitutional concerns by requiring that executive branch agencies receive a certification from the Public Printer before procuring the production of certain Government documents outside of the Government Printing Office. In addition, the Act expands the types of material that are to be produced by the Government Printing Office beyond that commonly recognized as "printing." In light of these concerns, I will interpret the amendments to the public printing provisions in a manner that minimizes the

potential constitutional deficiencies in the Act.

In this regard, the exclusive authority of the Government Printing Office over "the procurement of any printing related to the production of Government publications" will be restricted to procurement of documents intended primarily for distribution to and use by the general public. Additionally, in light of the substantial expansion of the role of the Government Printing Office that would be occasioned by a broad reading of the term, "duplicating," that term will be read to encompass only the reproduction inherent in traditional printing processes, such as composition and presswork, and not reproduced by other means, such as laser printers or photocopying machines.

Since the above statement was released, the issue has been put on hold for a year with issuance of the following Memorandum for Heads of Executive Departments and Agencies from Alice M. Rivlin, Acting Director, Office of Management and Budget, dated September 19, 1994.

SUBJECT: Procurement of Printing and Duplicating through the Government Printing Office

Background

Information technology is changing the way words and images are put on paper, blurring traditional notions of printing and duplicating. As a result, the framework of laws governing these aspects of government publishing has become outdated.

In his July 22, 1994, statement accompanying the Fiscal Year 1995 Legislative Appropriations Act, the President expressed his eagerness and resolve to accomplish a comprehensive reform of Federal printing. The leadership of the Congressional committees of jurisdiction has agreed to work with the Administration to produce a legislative approach to solving this problem next year. Accordingly, we have agreed to maintain the status quo regarding present printing and duplicating arrangements during Fiscal Year 1995 to allow this initiative to go forward.

We have agreed that legislative reform of government printing must strive to achieve three goals. First, it should improve the efficiency and cost effectiveness of government printing and duplicating by maximizing the use of private sector printing and duplicating capability through open competitive procedures. Second, it should limit Government-owned printing and duplicating resources to only those necessary to maintain a minimum core capacity. Finally, it should enhance public access to government information by improving the information dissemination practices of the Federal government. I am certain you share these goals. We look forward to consulting with you as this legislative program is formulated.

Policy

Accordingly, as a matter of Administration policy, Executive departments and agencies are to carry out their printing and duplicating activities during Fiscal Year 1995 in accordance with the following:

--The procurement of printing and duplicating services from private sector sources shall continue to be the preferred method of fulfilling agency printing and duplicating requirements.

--All procurement of printing and duplicating from private sector sources shall be through the Government Printing Office, except for individual printing or duplicating orders costing not more than \$1,000, if such orders are not of a continuing or repetitive nature and cannot be provided more economically through the Government Printing Office.

--Existing agency in-house printing and duplicating operations and agency cross-servicing arrangements (e.g., GSA's provision of duplicating services to other agencies in field locations) may continue to operate normally.

--Agency printing and high speed duplicating capacity shall not be expanded. This is not intended to affect the ordinary maintenance and replacement of existing equipment capacity.

--Existing agency plans to downsize internal printing and duplicating capacity shall continue to be carried out.

--Agencies should ensure that all government publications, as defined in 44 U.S.C. Part 19, are made available to the depository library program through the Superintendent of Documents.

I must emphasize that agency compliance with these policies, and cooperation with Congressional oversight, is essential to the ultimate success of a comprehensive legislative initiative to reform government printing.

Alice M. Rivlin,
Acting Director, Office of Management and Budget

All activities of the Superintendent of Documents plan to increase outreach efforts with executive agencies during the next year to gain awareness of agency publishing plans, with a goal of expanding the flow of information products for the Depository and Sales Programs.

3. RECOMMENDATION: NTIS Interagency Agreement

Council highly commends GPO and LPS for their innovative and ground-breaking efforts to establish an interagency agreement with NTIS to provide access to STEI resources to depository libraries. The underlying significance of the inclusion of this vast body of heretofore fugitive scientific and technical information into the depository program cannot be overemphasized, and Council strongly recommends that GPO move forward with these negotiations with all deliberate speed. It is further recommended that Council be apprised of developments as they occur, and that Council be involved with any new developments in the proposal as appropriate. If a successful arrangement is established, Council would encourage

GPO to use this final plan as a model in working out future cooperative agreements with other agencies.

Response:

GPO presented a comprehensive and forward-looking draft interagency agreement to the Director of the National Technical Information Service (NTIS) on June 10. As of September 30, we have had no response from NTIS.

On September 29, in a letter from the Public Printer to the Under Secretary for Technology, Department of Commerce, the draft agreement was discussed and a copy was attached. The text of this letter is included in the response to Recommendation 4.

4. RECOMMENDATION: NTIS Grant

Council is pleased to learn that the Director of NTIS has requested a one-time appropriation of \$6 million to provide grant monies to depository libraries for hardware, software, and training to enhance the provision of electronic government information. Should this funding be appropriated, Council recommends that the Public Printer, LPS, and the Depository Library Council work closely with NTIS on the project, to develop criteria to be used in the disbursement of this grant.

Response:

NTIS' request for \$18 million in appropriated funds included the \$6 million for grants to depository libraries and \$12 million to expand the FEDWORLD system. In the appropriation act for the Department of Commerce for FY 1995, P.L. 103-317, Congress appropriated \$8,000,000 to the National Technical Information Service for a revolving fund for the implementation of the American Technology Preeminence Act, instead of the \$18,000,000 NTIS had requested for FY 1995. In House Report 103-78, the conferees added this language:

The conferees have been made aware of concerns that some of the programs proposed in the original budget request for this account were potentially duplicative of the responsibilities of the Government Printing Office (GPO). The conferees expect NTIS and the Department of Commerce to develop a proposal, to be coordinated with the Government Printing Office, describing the proposed uses of these funds and the delineation of responsibilities of both NTIS and GPO relative to the American Technology Preeminence Act. The conferees expect the Department to submit this proposal to the Committees on Appropriations of the House and the Senate by November 1, 1994, and expect that none of the funds provided under this heading will be expended until this proposal has been received and reviewed under the Committee's standard reprogramming procedures....

The following letter dated September 14, 1994, concerning this appropriation was received from the Under Secretary for Technology, Department of Commerce.

Dear Mr. DiMario:

As you know, in connection with the \$8,000,000 appropriation to the National Technical Information Service (NTIS) for the implementation of the American Technology Preeminence Act (ATPA), Conference Report 103-708 includes a requirement that NTIS and the Department of Commerce develop a proposal describing the proposed uses of these funds and delineating the responsibilities of both NTIS and the Government Printing Office (GPO) relative to the ATPA. The Conference Report also includes an expectation that our proposal will be coordinated with GPO.

It is our intention to complete a draft of our proposal by October 7. We will provide this draft to you for comment. It is our hope that you will be able to complete your review and provide us with your comments within 10 working days after you receive our draft. This would enable us to submit this proposal to the Committees on Appropriations of the House and Senate well in advance of the November 1 deadline set forth in the Conference Report.

In the interim, it would be most helpful if you could provide me with a description of your responsibilities relative to the ATPA. All of the responsibilities of NTIS under the ATPA are contained in Sections 108 and 506 of that Act.

Sincerely,

Mary L. Good
Under Secretary for Technology

On September 29, 1994, the following reply from the Public Printer was delivered to Under Secretary Good:

Dear Ms. Good:

This is in response to your letter of September 14, 1994, concerning the implementation of the American Technology Preeminence Act (ATPA) and Conference Report 103-78 requiring coordination with the Government Printing Office (GPO).

The Government Printing Office was brought into ATPA implementation through the final rules issued by the National Technical Information Service, Technology Administration, 15 C.F.R., Part 1180. We commented upon the proposed rules which had no reference to depository libraries or the responsibilities of Federal agencies under the Federal Depository Library Program which is administered by the GPO's Superintendent of Documents. The final published rules, however, contained substantial changes relative to depository libraries with significant impact on our Program. Unfortunately, GPO had no opportunity to comment on the final rules.

Section 1902 of Title 44 of the U.S. Code provides

Government publications, except those determined by their issuing components to be

required for official use only or for strictly administrative or operational purposes which have no public interest or educational value and publications classified for reasons of national security, shall be made available to depository libraries through the facilities of the Superintendent of Documents for public information.

Using NTIS, or any other alternative information dissemination channel does not relieve a Federal agency of its statutory obligation to make information available to depository libraries through the Superintendent of Documents as required by Title 44, U.S. Code and OMB Circular A-130. Only when such information delivery is authorized by the Superintendent of Documents and conforms to the regulations and guidelines established for the Depository Library Program have the agencies fulfilled their statutory obligations.

Accordingly, all documents coming to NTIS pursuant to its rules as well as those documents made available to GPO, in whatever format, should be available to depository libraries under the auspices of the Federal Depository Library Program. The recent MEMORANDUM FOR HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES from the Office of Management and Budget, Subject: Procurement of Printing and Duplicating through the Government Printing Office, dated September 19, 1994, reiterates this position, stating that "Agencies should ensure that all government publications, as defined in 44 U.S.C. Part 19, are made available to the depository library program through the Superintendent of Documents."

The NTIS regulations require depository libraries to identify and then request documents from NTIS which have not been distributed through GPO. Although, on its face, this seems workable, this mechanism would operate completely outside the Federal Depository Library Program. This means that the depository libraries which receive items from NTIS in this manner would have no obligation either to keep and maintain them or provide public access--basic tenets under which the Government makes documents available free to depository libraries. Further, there would be no central record of what documents each library received which is essential in order to be able to direct the public to a nearby depository library where the documents can be found. Finally, to avail themselves of these materials, each of the 1,400 depository libraries has been burdened with the labor intensive task of searching the NTIS file, rather than receiving materials automatically as is done under the depository program.

Recognizing these serious shortcomings, GPO prepared and transmitted to NTIS a draft interagency agreement outlining how effective cooperation between the two agencies could be achieved. Briefly described, distribution would be made by NTIS through arrangements with the Superintendent of Documents, and GPO would reimburse NTIS for the services it provides. The proposed agreement also addresses placing records in the GPO Locator Service and full text databases in the GPO Storage Facility, which are two key components of the Government Printing Office Electronic Information Access Enhancement Act of 1993, Public Law 103-40, dated June 8, 1993.

This draft agreement was transmitted under my signature to the Director of NTIS on June 10, 1994. To date, no response has been received. I am enclosing a copy of this draft agreement for your information.

So, in view of the NTIS regulations implementing Sections 108 and 506 of the ATPA, and through our own charter under Title 44, U.S.C., we have a very great stake in the implementation of the ATPA. I hope this is responsive to your needs. We look forward to receiving the draft of your proposal and to a response to our draft interagency agreement. I believe implementation of an interagency agreement, which we feel can benefit both your Department and the GPO, should be of major assistance in allaying the concerns of the Congress, Federal agencies, and depository libraries regarding duplicative responsibilities.

Sincerely,

MICHAEL F. DiMARIO
Public Printer

By the Council meeting, GPO should have received and responded to the draft proposal referred to by Under Secretary Good. This correspondence will be shared with the Council.

ELECTRONIC ISSUES

5. RECOMMENDATION: Implementing the GPO Electronic Information Access Enhancement Act of 1993 (P.L. 103-40)

A. Council commends GPO for their progress in implementing the GPO Electronic Information Access Enhancement Act of 1993 (P.L. 103-40). The work carried out during this past year toward establishing an electronic storage facility, developing a locator system, and electronically disseminating the Congressional Record and Federal Register, as required by the act, was done with no additional funds in GPO's budget for this purpose. The Public Printer and GPO staff are to be commended for the priority placed on these efforts and their ability to deliver an operational system which meets the requirements of the act.

B. The establishment of the GPO electronic storage facility and the electronic dissemination of government information (such as the Congressional Record and the Federal Register) via the GPO Access system positions the FDLP on the brink of its electronic future. While Council is enthusiastic about these developments, we believe that the long-term benefits of the FDLP and future (i.e., historical) access to government information must remain key components of the program.

Council recommends that, in conjunction with the status report on implementation of the GPO Access law to be prepared for Congress, GPO should outline the role, scope, and operations of the GPO storage facility, as well as its relationship with other electronic storage sites and the National Archives. Question areas to be addressed should include:

- * How is the Owensboro facility protected from or prepared to respond to natural and other disasters which could result in the loss of government information files?
- * Are there back-up facilities, and what is the relationship between these facilities and the Owensboro site?

- * What is the relationship between the National Archives and the Owensboro site?
- * Will agencies keep back-up copies of files?
- * What procedures/guidelines/requirements will be in place to govern the transfer of agency files to the GPO site?
- * What internal security procedures will be in place to guard against alteration or degradation of files?
- * What policies/procedures will be in place to enable depository libraries to access files stored at the site or elsewhere?

Council recommends that GPO share these reports with Council and the depository community well in advance of the Fall 1994 Council meeting.

C. While Council understands the rationale behind GPO's decision to initially limit depository access to the GPO WAIS server to a single IP address per depository library, Council is concerned that such a limitation will make it difficult or impossible for some libraries to offer GPO Access to their patrons. Some university network systems, for example, have dynamically assigned IP addresses whereby individual workstations are not permanently assigned unique IP addresses. Other libraries may find that having to assign specific services to individual workstations limits their flexibility and impedes access. Council encourages GPO to move as quickly as possible to expand access to GPO's electronic networks and services so that depository libraries may make these services widely available to their patrons.

Response:

GPO has established a project to expand the free public use of the GPO Access services under the auspices of the Federal Depository Library Program (FDLP). A Depository Access Expansion Team will manage a gradual expansion of the GPO Access system through depository libraries, in order to carefully assess cost, user support, and system capacity issues, and their potential impact on the Program. Under the general direction of Mr. Jay Young, Director of the Library Programs Service (LPS), the Team incorporates staff from LPS, the Office of Electronic Information Dissemination Services (OEIDS), and the Documents Technical Support Group, and is charged with expanding the availability of the GPO Access services in two ways.

We will work with approximately 10 depository libraries which will serve as model "gateways" to provide free off-site access for the general public to the GPO Access services through Internet and telephone. Each participating depository library "gateway" will be able to serve up to 10 simultaneous users through a public access network. Using these model libraries as "gateways" will expand the potential number of users of GPO Access, move the FDLP forward toward the electronic future, and enhance the role of depositories in making electronic Government information accessible to the public. Members of the public who have the necessary computer equipment will have 24-hour off-site use of GPO Access via campus or community public access networks on a no-fee basis.

The model libraries should plan for public access, including information on how the service will be handled technically and administratively, how local user support will be provided, geographic coverage, outreach to the intended audience, etc. A model depository may allocate some of its depository subscriptions to other organizations, such as public computer

networks ("freenets"), under the general terms and conditions which apply to selective housing sites.

In addition, all depository libraries will be eligible to register for additional no-fee subscriptions under the "basic" offer, up to a maximum of 10 subscriptions each for the Federal Register databases, the Congressional Record databases, and the Congressional Bills database. The library may also request a mixture of telnet user-IDs (SWAIS) and/or stand alone workstation IP addresses (WAIS).

Public Law 103-40, the Government Printing Office Electronic Information Access Enhancement Act of 1993 (GPO Access Act) established three services: the online system of access, an electronic locator, and an electronic storage facility. The Superintendent of Documents will report to the Council on the business plan which is now being developed for the storage facility. This plan will address the specific issues raised in the Council's recommendation. We will share this plan with Council upon its completion, which is expected by January.

Since funding for depository library use of GPO Access has been authorized in the amount of \$1.5 million for FY 1995, we believe that we are in a strong financial position to proceed with the development of the storage facility. In the long run, the principal users of the storage facility will be the Depository Library Program, the general public, and other government agencies. Consequently, the chief funding sources are expected to be the depository appropriation, user charges to individuals designed to recover incremental costs, and reimbursements from agencies which elect to use the storage facility to accomplish their own public dissemination missions.

The mission of the FDLDP is to make Federal Government information freely available to the general public, and the FDLDP is the Superintendent of Documents' sole authorized channel for dissemination of information products and services free of charge to the recipient.

6. RECOMMENDATION: Electronic Information Conversion

Recognizing the increase in the number of documents that are available on the Internet and otherwise in electronic form before appearing on paper, or are available in electronic form only, Council encourages the Government Printing Office to continue to look at folding electronic information into the depository program. Council recognizes that changes in statute may be required.

Response:

Our recent initiative to expand the role of the depository libraries as gateway providers of no-fee public access to the GPO Access services is a vital first step into moving toward the electronic-based depository library of the future. While the traditional formats will be a factor for the foreseeable future, their numbers are clearly declining. By using the resulting savings to extend additional GPO Access services to the depositories, and through them to the public, we are establishing a channel which other agencies may utilize to meet their public dissemination mandates.

We continue to find additional publications in electronic format for distribution to the depository libraries. Often this information is only available in this format and agencies rely on the libraries in the FDLP to help meet agency goals for dissemination of information, in such products as the General Land Office, Automated Records Project, Pre-1908 Homestead & Cash Entry Patents. (CD-ROM, Bureau of Land Management, Interior Department)

We are also in contact with the Fish and Wildlife Service to try to obtain digitized versions of the Wetlands Inventory, which are currently distributed to the libraries in microfiche. At present, 13,000 maps from this inventory are available on the Internet, but the CD-ROM version is still in the planning stage. The total number of CD-ROMs has not yet been determined.

Material continues to be added to the Federal Bulletin Board, including the Merit Systems Protection Board merit raise appeals cases, regulations, and special studies. These generally supplement titles distributed through the FDLP.

As we continue to increase the number of titles available electronically, we must proceed with a review of the duplicative distribution of material under the program. This review will have a significant impact on the libraries as there are publications which are not as useful in an electronic format as they are in the paper format. These are generally high use reference resources such as the CIA World Fact Book, the Congressional Directory, the Statistical Abstract, and the Statutes at Large. All of the above titles are available through the depository program or may be obtained commercially. While electronic versions are useful to supplement the paper copies, these titles are not suitable for distribution only in an electronic format.

7. RECOMMENDATION: Monthly Catalog

The Depository Library Council recommends that it establish a working group of Council members to study the issues involved in producing an electronic version of the Monthly Catalog. The working group, which may include other individuals who are not members of Council, will solicit information from the user community on appropriate formats for the Monthly Catalog and desirable features/functions of an electronic version. The working group will provide a mechanism for the transmission of user suggestions and concerns to the Joint Committee on Printing and the Government Printing Office. Cindy Etkin, David Hoffman, and Linda Kennedy have agreed to form the working group.

Response:

We appreciate Council's interest in the publication of an electronic version of the Monthly Catalog and seek Council's advice with regard to this initiative and concomitant efforts to reduce production costs of the paper version. An electronic version, such as a CD-ROM product containing complete bibliographic records, would improve the utility of our records and, if produced in conjunction with a simplified paper version, could reduce overall Cataloging and Indexing Program costs.

In a September 1, 1994, opinion issued by GPO's General Counsel, we were advised that "the Superintendent of Documents may order the production and distribution of the Monthly Catalog in CD-ROM or other electronic formats." In response to our question concerning GPO's statutory obligation in Section 1711 of Title 44 to print and distribute "two thousand copies of the catalog in pamphlet form," the opinion stated that "While it is clear that some number must continue to be produced in pamphlet form, the Superintendent is given broad discretion in areas such as document style, content, and production run." The opinion went on to say that "Provided sufficient numbers of the catalog are printed and distributed in pamphlet form to satisfy program needs and the intent of Section 1711, the total number can be something less than the 2,000 copies authorized by the statute."

We welcome Council's advice with regard to the basic characteristics of a CD-ROM edition of the Monthly Catalog. This edition should contain complete, official, and authoritative records and should offer its users maximum utility at the least cost to the Government.

Concurrently, we seek Council's advice regarding an initiative to ultimately modify paper and microfiche into useful adjuncts to a CD-ROM edition. As finding aids, these editions need not contain complete descriptive data, subject data, nor all of the current indices. They can be inexpensive, easy to use pamphlets, suitable for extensive distribution to promote access to Government publications.

The advice of members of the ALA GODORT Cataloging Committee and other organizations with similar interests will be welcomed.

OPERATIONAL ISSUES

8. RECOMMENDATION: Training and Technical Support for GPO Information Products and Services

A. Council commends GPO for recognizing the important role GPO plays in training and technical support for GPO information products and services. Three new phone support personnel have been authorized to assist users of the GPO Access System, and an online tutorial is to be included as part of GPO Access. Council encourages GPO to fill the technical support positions as soon as is practical, to quickly and thoroughly train these new technicians, and to continue to place a high priority on training and technical support for GPO Access. Council recommends that, as GPO's field representatives, Inspectors should be trained on the use of the GPO Access System and the GPO Bulletin Board in order to maximize training opportunities for depository librarians. Council also encourages GPO to continue to develop training tools (including appropriate documentation, tutorials, help sheets, quick-reference cards, etc.) for information products and services for which GPO is the issuing agency.

In order to develop this positive image, GPO should take every opportunity (i.e. library conferences, meetings, etc.) to make users aware of its products and services and to provide documentation and training. It is important that librarians and other government information users view GPO as a customer-oriented electronic publisher.

B. Council recommends that GPO continue to evaluate the Inspection program and its role in improving depository library services to the public. Guidance and program support from GPO regarding the operations and services required by depositories is increasingly important as the FDLP and libraries make the transition to electronic depository services.

Council agrees that the success of the Federal Depository Library system depends on the close cooperation of selective depositories, regional libraries, and GPO. Council further agrees that the "philosophy" of inspections should provide for a "positive, supportive experience for depositories and for depository librarians." (Federal Depository Library Manual, p. 177)

Council recommends that, in order to gather information on how to improve the inspection process, GPO perform a post inspection follow-up with recently inspected libraries to discuss how the inspection visit was conducted, the value of the inspection to the library and the FDLP, changes or improvements in library service which resulted from the inspection, possible changes or improvements to the inspection process itself, and an evaluation of the overall effectiveness of the inspection program. Council suggests that GPO use this information and other feedback from the depository community to continue to improve the inspection process and to assist libraries in meeting the operational and service requirements of the FDLP.

Response:

A. The Office of Electronic Information Dissemination Services (OEIDS) has established the GPO Access User Support Team. The Team's role is to register users of the GPO Access services, and to assist users in resolving problems which arise in using the databases and retrieval software. Staffing this Team has been accomplished partially through hiring and partially through reassignments of current Documents personnel. OEIDS is striving to fill all of its vacant positions with permanent employees, which will enhance the Team's ability to serve GPO Access users. In the near term, GPO will provide the requisite technical information to establish the connection between the depository library or local network and GPO.

GPO will give depository librarians the initial support necessary for them to learn the system, its record structure, communications standards, and so forth. "Gateway" depositories are expected to provide the first line of local user support for the GPO Access services. Questions about how users connect to the campus network or local free-net must be handled at the local level. Once beyond the initial implementation period, the participating depository must also assume responsibility for answering basic questions about GPO Access system content or searching strategies. The GPO Access User Support Team will answer depository librarians' questions which cannot be handled at the local level. However, we expect the depository librarians to learn the system and answer all user questions that are possible to answer at the local level. GPO cannot take direct user referrals at this time but will take user questions via the depository librarians as intermediaries. For those questions that librarians are unable to answer for the user immediately, the depository librarian should call GPO for help and then convey the information to the individual user. This will not only help us to deal with the questions or problems which may arise and keep the GPO help lines from being overloaded, but also will help us to better monitor the problems during the test and communicate directly with the test librarians regarding the solutions.

GPO is also developing a list of frequently asked questions (FAQs) about GPO Access which, when publicized, should augment our limited capability to provide hands-on training. We will also be seeking depository librarians who have successfully used GPO Access in their institutions to act as mentors for librarians who are just getting started.

B. LPS' Depository Services Staff, which is responsible for conducting the depository library inspection program, will assume a role in consulting with libraries and facilitating use of the GPO Access services. These functions are a natural outgrowth of GPO's expanded role in producing and delivering information electronically. However, conducting detailed demonstrations or training in depository libraries is not envisioned as a function for the depository library inspectors. In conjunction with site visits, inspectors will encourage use of the GPO Access services, particularly in those libraries which have not registered for the services, and they will continue to act as facilitators, making general presentations to larger groups of librarians.

In terms of improving the overall inspection process, LPS is proposing to inaugurate a formal self-study process whereby depository librarians will more fully examine and document their depository operations in advance of an on-site inspection. Many of the items now discussed face-to-face during the inspection will be encompassed in the self-study, which should allow the inspector to rapidly confirm the library's self-study findings, and move on to other activities such as consultation.

The underlying rationale for the current inspection process is contained in the Guidelines for the Depository Library System. The Guidelines, which were written by the Depository Library Council and adopted by GPO in 1977, predate many changes in the Program, e.g., microfiche, maps, GPO cataloging on OCLC, online catalogs, commercial tape loads, electronic information products, Internet, etc. GPO proposes that Council establish a working group to work with the LPS Depository Services Staff to revise and update the Guidelines. When completed, the revised Guidelines will serve as the basis for further review of the inspection process.

9. RECOMMENDATION: Item Selection Report

Council commends LPS's Item Selection Study Group, Thomas A. Downing (group leader), Laurie B. Hall, Sheila McGarr, and Ric G. Davis for preparing such a comprehensive report on the problems and prospects for providing depository librarians greater selectivity in the item selection process. Council, having accepted this report, recommends that LPS move forward with the implementation of the report's recommendations, with the assistance of depository librarians.

Response:

We are pleased to report that we have begun implementing the recommendations of the Item Selection Report. We have developed a time line for this project, and anticipate completion in December 1996. Staff have been identified to do the review and make the changes in the on-line systems. We have begun refining the current SuDocs classes to improve specificity. Most new class numbers are assigned a unique item number. When distribution is made to the libraries under a new item number, the libraries are notified via a notation on the

shipping list advising them to deselect the item number if they do not wish to continue receiving the publication.

We have also begun the process of identifying item numbers where disparate titles are grouped under the same item number. We have had suggestions from members of the library community to aid us in the project and are incorporating these suggestions in our review. Because of a limited availability of item numbers for expansion, we are also working with the staff of GPO's Office of Information Resources Management to modify two on-line systems to allow us to re-use some of the older item numbers.

Depository libraries will be kept informed of the changes via the Administrative Notes Technical Supplement. We will also keep in contact with the members of the Publications Selections Work Group to advise them of the steps we've taken, and to seek their assistance in meeting the goals of this project.

In conjunction with this review, we have begun revising SOD 13, "Format of Publications Distributed to Depository Libraries," to encompass electronic formats (CD-ROMs, floppy diskettes, and the on-line WAIS and Federal Bulletin Board systems), in addition to the microfiche and paper formats. We are also in the process of developing a new survey mechanism utilizing the Teleform software. This system uses a computer and fax modem to compile information which can then be uploaded to our on-line system. We hope to do the next survey of new materials using this method in this calendar year.

10. RECOMMENDATION: Analytical Cataloging

A. Council recognizes the importance of providing analytical cataloging information for CD-ROM products. In addition to enhancing the number of access points, analytics are especially useful when the disks are no longer current or when disks are followed by disks with contents different than earlier editions.

Therefore, Council recommends that GPO investigate and continue to explore methods for providing analytical records for CD-ROMs. In addition, GPO should communicate this concern to those agencies which produce periodic CD-ROMs containing time-series information. The series included may vary with each issue and the time periods' coverage for regular series may change in a predictable or unpredictable fashion. One solution to this problem is that adequate bibliographic information concerning the content, scope, time span of data, etc., would accompany each disk.

Another is to include specific information on the CD-ROM as to what information is added or deleted from the CD-ROM. Given the heavy use and large content of the NTDB and NESE, the Department of Commerce might well be one of the first agencies to receive such suggestions.

B. Recognizing the movement toward "just-in-time" delivery of government information which is available in electronic form, Council recommends that the Government Printing Office explore the provision of catalog information for on-line documents, so that depositories may acquire and load this information into their online public access

catalogs, and better inform their users about the availability of government information.

******For example, the files on The Federal Bulletin Board (FBB) could be individually cataloged, or a record could be created for the FBB with analytical entries for each file on The Federal Bulletin Board.

Those depositories--and other libraries--which do not load GPO tapes would similarly find useful such information if it were included in the CD-ROM versions of GPO catalog records.

Council makes these recommendations with the acknowledgement that these are attractive enhancements on a philosophical level. We would like for them to be studied to determine the effect on GPO cataloging workload, productivity and backlogs. We would also like for the analytics for online resources to be viewed in the context of where this information would be most appropriately provided--in the Monthly Catalog or in the GPO finding guides on The Federal Bulletin Board.

Response:

A. GPO's cataloging of CD-ROMs meets the applicable national standards for these materials. Council's suggestion that agencies which publish on CD-ROM include bibliographic information concerning their products' content on the discs will be raised with publishing agencies in the context of our developing outreach efforts. We are open to specific suggestions concerning our cataloging of CD-ROMs and will continue to review our cataloging of these materials to ensure that our use of the applicable standards meets the needs of the depository community.

LPS has already requested this type of content information for the National Trade Data Bank CD-ROM (NTDB) and the National Economic, Social, and Environmental Data Bank CD-ROM (NESE). One of the clauses in our March, 1994, Memorandum of Understanding (MOU) with the Department of Commerce's Office of Business Analysis (OBA) addresses this issue. In the MOU, the Office of Business Analysis agreed to "notify LPS' contact at the earliest practical date concerning changes in product specifications. Notification of changes includes, but is not limited to, retrieval software, frequency of publication, number of discs per issue, packaging, major additions or deletions of content, etc." In September, as we advised OBA of our depository distribution requirements for FY 1995, we once again raised the notification issue.

B. Cataloging of online (intangible) electronic files is an emerging challenge. Using established full level standards, we have begun to catalog the approximately 110 Federal Bulletin Board LIBs. We intend to catalog new libraries as they are added to the FBB.

LIBs, or Libraries, are the primary components of the Federal Bulletin Board. Each LIB is equivalent to a title of a publication. Each LIB contains files that are equivalent to chapters of books or issues of periodicals. To date, Federal Bulletin Board LIBs contain more than 6,000 files. Just as we do not propose to catalog chapters of books, we do not propose to catalog files. Instead, we have begun to catalog LIBs as a viable and effective form of bibliographic control over Federal Bulletin Board titles.

Our records of LIBs will include notes that contain access and content related information of potential interest to FBB users.

In addition to cataloging, we intend to increase public awareness of the Federal Bulletin Board by publishing a preliminary page in each issue of MOCAT that will alert people to the availability of this resource. This page will include technical information and a basic summary of the scope of materials published via the bulletin board.

Additional information concerning Federal Bulletin Board LIBs will be published in Administrative Notes. GPO's Office of Electronic Information Dissemination Services will provide these notices to supplement our cataloging of the LIBs.

In terms of cataloging of online information, we have begun, and plan to continue, cataloging of online resources which reside on GPO platforms.

Federal publishing is rapidly becoming more decentralized. One consequence of this is that many information products, both printed and online, are not being directed to GPO. We intend to conduct outreach to gain greater knowledge of agency publishing activities.

However, even with improved awareness, there is still the major issue that, at present, traditional cataloging of online resources is not the prevailing method for identification of materials published via Internet and other networks. Typically, this function is now being accomplished through the use of gophers, WAIS servers, World Wide Web Mosaic presentations, GILS-compliant locators, or other Internet software.

One encouraging note is a recently announced joint venture involving OCLC and the U.S. Department of Education to create a searchable database of USMARC format bibliographic records of Internet materials. This initiative may lead to a number of opportunities.

So, there is indeed a challenge here and a great deal of study is necessary before policies can be established on cataloging of online resources which are not resident on GPO platforms. We welcome the participation and advice of Council in this effort.

11. RECOMMENDATION: Dual formats

At its Fall 1994 meeting, the Depository Library Council recommended that regionals have the option of choosing a single format when dual format is offered for an item number. GPO responded that the recommendation was a viable option and suggested that the Ad Hoc Committee on Regional Structure incorporate this recommendation for its consideration. The option of choosing a single format is one that regionals have requested, and no negative response was received to our Fall recommendations. Rather than waiting for the final report of the Ad Hoc Committee, Council recommends that the option to choose a single format be implemented as soon as feasible.

Response:

The Depository Distribution and Information System (DDIS) has been enhanced to allow the regionals the option to choose a single format when dual formats are offered for an item

number. We intend to develop a survey of dual format publications for distribution to the regional libraries.

12. RECOMMENDATION: Depository Conference and Council Meetings

Council recognizes the value of the Federal Depository Conference as a means of providing an information and discussion forum as well as an educational and training function for government information specialists and interested stakeholders. Depository librarians should continue to actively participate in the planning of the Conference. Council also understands the importance of its role as advisor to the Public Printer in such capacity as that Printer deems necessary, and should address the issues at hand by coordinating its own agenda.

Council recommends that the Federal Depository Conference and the Depository Library Council meetings be consolidated into a single week with sufficient coordination among planning members so as to avoid unnecessary duplication and/or significant conflict of interest. Providing a more concise time frame for the two meetings would benefit all participants.

Response:

As announced in Administrative Notes, v. 15, #9, July 15, 1994, "[T]he spring meeting of the Depository Library Council will be held in conjunction with the 1995 Federal Depository Conference during the week of April 10-14, 1995. The annual meeting of Regional libraries will also be held that week."

Both that article and a separate announcement which appeared on the listservs GOVDOC-L, MAPS-L, and LAW-LIB on August 4, sought volunteers from the depository community to suggest topics and speakers for the 1995 Conference. For those libraries without access to the Internet, the latter announcement appeared in the September 15 issue of Administrative Notes. The LPS Depository Services Staff will serve as planning coordinators for the three segments of Conference week.

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13. RECOMMENDATION: Citation Manuals

The Council recommends that its Operations Committee compile a brief list of available citation manuals for government information in electronic formats, to be published in Administrative Notes.

Response:

GPO will be pleased to publish this list in Administrative Notes, as well as electronically, when it is available.



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